



# Stars Are Shining at WIC with Excellent Opportunities



## A position with the Women, Infants, and Children Supplemental Nutrition Branch offers:

The opportunity to enhance your skills.

A history of preparing staff for promotional opportunities.

Free parking and a nice office facility.

The satisfaction of being part of a program that provides nutrition services to families with young children.

All positions are 100% federally funded.

**Class Title:** Public Health Nutrition Consultant II

**Tenure:** Permanent      **Time Base:** Full Time

**Location:** Sacramento

**Position Number:** 804-999-2162-XXX

**Salary:** \$4,194.00 to \$5,243.00

**Duties:** Under the supervision of the Chief, Program Policy Unit, the Public Health Nutrition Consultant II (PHNCII) develops, and revises as necessary, standards for procedures and tool/materials used for nutrition assessment and risk determination. This includes nutrition questionnaires, health care provider referral forms, anthropometric assessment tools, and dietary screening forms. Establishes quality assurance standards for obtaining nutrition assessment information. Develops, and revises as necessary, WIC Program Manual nutrition policies and procedures in response to changes in federal regulations, requests for clarification from local agencies, and automation of the WIC certification process. Performs on-site program evaluations of local agencies throughout the State. Prepares for each evaluation by reviewing the local agency file and "Local Agency Self-Evaluation Report"; consults with WIC Branch regional consultant regarding any issues or problems relevant to the local agency. During the evaluation, monitors and evaluates WIC participant certification records, nutrition assessments, and high-risk services for accuracy and completeness; observes the full range of local agency clinic operations; evaluates accuracy and/or appropriateness of nutrition education and nutrition education materials provided to WIC participants. Reviews staff training records. Conducts entrance and exit interviews with local agency staff. Prepares reports including program deficiencies requiring corrective action, as well as program strengths. Reviews corrective action plans submitted by local WIC agencies in response to program evaluation findings. Determines if corrective actions are acceptable within federal regulations and provides feedback to regional staff. Informs other WIC Branch units of problems observed during program evaluations as needed. Develops, and revises as necessary, requirements for the nutrition education component of the program including participant education objectives, high-risk nutrition services, evaluation methods, documentation procedures and the local agency Nutrition Services Plan. Reviews local agency Nutrition Services Plan for compliance with regulations and coordinate closely with regional consultants for implementation of the plan. Develops, and revises as necessary, the anthropometric, biochemical, clinical and dietary nutrition risk criteria used to evaluate individuals for program eligibility and nutrition care planning. Prepares scientific documentation for the nutrition risk criteria. Consults and coordinates with the U.S. Department of Agriculture, other California programs with nutrition components, and other state programs in establishing uniform risk criteria.

### Who May Apply:

Applications will be accepted from persons with transfer or list eligibility to the class of Public Health Nutrition Consultant II (PHNCII). Basis for eligibility must be included in item 12 on your application. To be eligible for this position you must have a Master's Degree and a Registered Dietician certificate. If you are interested in testing for the Public Health Nutrition Consultant positions, please contact Trisha Lawson at (916) 928-8780.

**Note:** Applications will be reviewed and only the most qualified candidates will be interviewed. The State Personnel Board's State Restriction of Appointment (SROA) lists will take precedence.

**How to Apply:** Sherrie Carambot  
WIC Supplemental Nutrition Branch  
Department of Health Services  
3901 Lennane Drive  
Sacramento, CA 95834  
(916) 928-8668 Fax (916) 928-0609



**Final Filing Date:** Until Filled

June 19, 2006